SOLABS QM10 PROCESS Section: Summary Report

Overview

SOLABS QM APPs include the option to print a **Process Summary Report.** The report includes all process details in PDF format.

Accessing the Summary Report

The Summary Report is a menu option in the **Related Information** section of the right-hand menus for any In Process or Completed SOLABS QM Process.

Summary Report Print Out Options

After choosing the Summary Report option from the right-hand side menu, the Summary Report screen will be displayed, providing **Print Out Options** for the report. Process Details are provided by default, but other options include:

- Process Values Table – Step 1 Only or All Steps
- Process Secondary Tasks
- Dependent Processes
- Process Relationships (Other Related Items)

After selecting the Print Out Options, click on **Generate Report**. A PDF Report including the requested options will be generated. It will include a header with the Print Logo, Company name, address and phone, as configured in the SETUP section of the application. The Summary Report will also have a footer containing Printed By information.